MYOB - ADVANCED (Inc. Payroll) COURSE

Computer Smart TRAINING CENTRE

This 1 day Course is designed for current users of MYOB who wish to extend their knowledge and to help develop skills in more advanced and complex areas of MYOB. Suitable for the small business owner / bookkeeper or to enhance your job skills and career prospects, you will find this instructor led course very practical and hands on. Plenty of time is allowed for practice and revision to be sure you leave with skills you can use immediately

Pre-Requisites: As a minimum, students must have some MYOB experience preferably have completed or understand the units covered in the MYOB Essentials course. Basic knowledge of MYOB and bookkeeping terminology is essential.

Learning Outcomes: The skills in this course will allow you to – customize MYOB for your business. Learn how to manage and control petty cash, credit card expenses & payments, understand POS, Fixed Assets, Linking MYOB to MS Word & Excel, End Of Month & End of Year, set up Payroll, Set up Employees, Conduct a Pay Run, Understand Entitlements, Timesheets, and Payroll Obligations.

Customising MYOB

Changing Startup & Closure

Changing Sales & Purchases Preferences

Reports & Form Preference

File Management

Understanding File Management

Creating Files Associations in Windows

Verifying A Data File

Creating & Restoring a Backup File

Security in MYOB

Understanding Security

Setting Administrator Password

Opening A File with a Password

Creating User Profiles

Working With A User Account

Deleting Unwanted User Profiles

Data Mining in MYOB

Understanding Data Mining

Creating & Using A Custom List

Creating Identifiers

Applying Identifiers to Customers & Employees

Printing A List of Identifiers

Advanced Searching & Reporting

Custom Reports

Petty Cash

Setting Up for Petty Cash

Raising A Petty Cash Float

Accounting for Petty Cash

Credit Cards:

Understanding Credit Cards

Spending Using A Credit Card

Mixed GST Spending

Paying Bills With a Credit Card

Overview the MasterCard Statement

Reconciling the Credit Card Account

Paying Your Credit Card Account

Point Of Sales

Linking to Undeposited Funds

Creating A Generic Customer

Cash Sales At the Counter

Assignment – Adding Eftpos Counter Sales

Assignment – Adding Credit Card Counter Sales

Banking Daily Sales Revenue

Creating A Merchant Expense Account

Understanding Merchant Fee Accounting

Accounting For Merchant Fees

Understanding Counter Sales Reconciliation

Reconciling Counter Sales With Banking

Fixed Assets

Understanding Fixed Assets

Creating Accounts for Fixed Assets

Receiving Loan Monies

Purchasing A Capita Asset

Overview of The Loan Repayments

Making Loan Payments

Recording Depreciation

Selling An Asset

Writing Off An Asset

Job Tracking

Understanding Job Tracking

Creating A Header Job

Creating Detail Jobs

Creating Job Budgets

Creating A Reimbursable Expense

Checking The Reimbursable

Expenses List

Invoicing Reimbursements

MYOB & Word Processing

Understanding Word Processing

Creating Personalised Letters

Creating Individual Letters

Creating Mail Labels

Creating A New Letter Template

Using A New Letter Template

MYOB & Spreadsheets

Understanding Spreadsheets

Sending Cards to MS Excel
Sending Sales Data to MS Excel
Formula Gotchas

PAYROLL

Setting Up Payroll

Payroll categories

Setting Up Employees

Superannuation

Conducting a Pay Run

Entitlements

End Of Month

Reconciling The Bank Account

Produce A Reconciliation Report

Performing A GST Check- up

Checking Customer & Supplier Balances

Checking Payroll Obligations

Fulfilling Payroll Obligations

Checking The Inventory Balance

End Of Year

Understanding End Of Year

Creating Stock Take Adjustment Accounts

Performing Stock Take Adjustments

Entering Depreciation

Writing Off Bad Debts

Selling Off Bad Debts

Entering Prepayments

Pro Rata Prepayment Adjustments

Accrued Expenses

Starting A New Financial Year

Customising Forms

Understanding Forms

Creating A New Custom Form

Understanding The Forms Tool Bar

Setting Form Properties

Previewing A Form

Working With Text Fields

Adding A New Data Field

Deleting Unwanted Objects

Working With Lines
Formatting Fields
Formatting More Fields
Shading Fields
Inserting A Picture
Running The New Form
Changing A Custom Form

Electronic Payments

Timesheets

Payroll Information

PAYG Withholding

Payroll Obligations

Payment Summaries

Starting a New Year